

**Information Network of Kansas
Board of Director's Meeting
October 19, 2006**

The October 19, 2006 meeting was held at the KDOT Office, 700 SW Harrison, 2nd Floor, Topeka, KS 66603. At 10:00 a.m., Chairman Yunk called the meeting to order.

The following Board members and proxy were present: Stan Ahlerich, Tim Blevins, Cynthia Dunham, Denise Moore, Ben Nelson, Kathy Sachs, Dennis Slimmer, Joan Wagnon, Roger Winfrey, and Dan Yunk. Others present were: Jim Hollingsworth, INK Executive Director; Tracy Smith, Brent Hoffman, DiAnna Wages, Scott Morrison, Brian Vandruff of Kansas Information Consortium; Rob Bish, Mize Houser; Dan Korber, Kansas, Inc.

Chairman Yunk noted the September meeting was cancelled due to a lack of a quorum.

Approval of Minutes – August 17, 2006

Yunk referred to the minutes of the August 17, 2006 meeting and requested corrections. A motion was made by Slimmer to approve the August 17, 2006 minutes. Seconded by Wagnon. Motion carried.

Treasurer's Report

Hollingsworth provided the Treasurer's report for the period ending August 31, 2006. Hollingsworth briefly noted the overall goal of the modifications to the financial report was to provide the data in a format that allows for a seamless electronic transfer from KIC to INK in order to further improve the efficiency and timing of the reports. Hollingsworth noted that overall the INK financials looked good, and further described several budget revisions and other comparisons within the report.

Hollingsworth noted that both himself and Bish were working through formula categorization issues when comparing the financials to the budget. Discussion ensued.

A motion was made by Wagnon to approve the INK Budget adjustments and subsequent documents, and to receive the financial report for the period ending August 31, 2006. Seconded by Dunham. Motion carried.

Network Manager Report

Smith provided the Board with an update on the KIC financials for the period ending August 31, 2006. Smith noted several aspects contributing to the status of the financial report. Smith noted that in regards to the adoption rate of online services, the Secretary of State's office had surpassed its goals.

Smith also noted that expected revenues from court records were below estimates due to the OJA issues. Smith noted that OJA had contacted KIC to work with them to bring in counties that aren't online in regards to court records. Smith noted that they will create a survey for court clerks to complete and will put together a plan to bring each county online.

Smith noted expenses were below year-to-date estimates.

Smith noted that there were four Service Requests:

- Service Request 370 from the Kansas Real Estate Appraisal Board (KREAB) requested and recommended KREAB Online License Renewals be added to the network as a fee service. Development of the INK service is at no cost to KREAB.

- Service Request 371 from the Kansas Department of Health and Environment (KDHE): TRAIN Radiation Conference Registration, from the KDHE Bureau of Air and Radiation requested INK assist in providing online registration for the Radiation Control Program 2006 Workshop. Development of the INK service is at no cost to KDHE.
- Service Request 372 from the Kansas Secretary of State (KSOS): Dissolution Amendment requested that a Dissolution amendment be added to the network as a fee service. Development of the INK service is at no cost to KSOS.
- Service Request 373 from the Kansas Secretary of State (KSOS): Name Change Amendment requested that a Name Change amendment be added to the network as a fee service. Development of the INK service is at no cost to KSOS.

Discussion ensued. A motion was made by Slimmer to Approve Service Requests 370, 371, 372, and 373. Seconded by Sachs. Motion carried.

Smith noted there were several new contracts for the Board to review:

- The **County Property Tax Payments** contracts for each of the following counties to provide citizens the ability to pay property taxes online: **Chautauqua, Dickinson, Greenwood, Harper, Kingman, Labette, Mitchell, and Anderson**. Development of the INK services is at no cost to the Treasurers' Offices.
- **Healthy Indoor Environment Conference Registration Fees** contract requested INK assistance in providing their conference registrants the ability to pay conference registration fees online. Development of the INK service is at no cost to the Healthy Indoor Environments.

Smith noted there were several renewal contracts for the Board to review for renewal:

- The **County Property Tax Payments** contracts for each of the following counties to provide citizens the ability to pay property taxes online: **Cheyenne**.
- **Website Hosting** contract renewals for the following entities: **Society of Association Executives, Cheyenne County, Small Flows Association, Racing and Gaming Commission, Real Estate Appraisal Board, County Treasurer Association, Praire Pickers Association, and Water Office**.
- The **WebTags Payments** contract renewals for each of the following counties to provide citizens the ability to pay vehicle registration renewal: **Lincoln, Jewell, and Chautauqua**.

Discussion ensued. A motion was made by Winfrey to approve all new and renewal contracts previously listed. Seconded by Slimmer. Motion carried.

Smith provided the Board with an update on Electronic Subscriber Account Changes, noting the Board had approved a KIC proposed change from the current manual pay system to an ACH- or credit card-based system at the previous INK Board meeting. Smith noted a potential glitch in the plan, regarding credit card payment and the fees associated with their use. Smith noted the original plan for a three percent cash discount if paid by ACH was not acceptable, based on the credit card company rules. Smith noted several possible scenarios in regards to this issue. Discussion ensued.

Ahlerich suggested KIC provide the Board with a proposal detailing all options available, in order to better understand the tradeoffs by setting a discount at a certain level.

Yunk concurred and noted the Board's consensus with Ahlerich's suggestion.

Smith provided the Board with a background on Legislative Email Accounts registered to the “INK.org” domain, noting that the accounts were offered pre-Internet, and about 11,000 accounts overall were created, with about 900 still considered active. Within this group, there are several legislators that utilize a “workaround,” designed by their support team to access their accounts off site. Smith noted these legislators had issues with excessive spam in their accounts and looked to INK for assistance. Smith noted that the “workaround” had created an open port for spammers to access these accounts, and mentioned four scenarios to address the issue. Smith noted that KIC was previously unaware of the “workaround.” Discussion ensued.

Yunk noted the Board’s consensus was to provide more information regarding this issue, in regards to who uses the accounts, who uses the “workaround,” and other relevant information in order to not create further issues when dealing with this issue. Yunk requested that Hollingsworth, Smith, and Moore work together to bring this information to the Board at the next meeting.

Executive Director Report

Hollingsworth provided the Board with a letter from the Department of Administration, Division of Purchases, regarding an amendment to the \$90,000 grant proposal that INK had awarded them. Hollingsworth noted the planned focus of the project was developing a needs assessment for an Automated Procurement System (APS); however, since the grant was approved a significant effort was initiated to examine the need across many agencies for a Financial Management System (FMS). Following this examination, it became apparent that an APS and FMS should become companion projects, and facilitating interaction between the two systems could produce much efficiency and eliminate many paper-based processes. Hollingsworth noted he supported the proposed changes. Discussion ensued.

A motion was made by Wagon to accept the proposed amendment to the grant proposal as recommended. Seconded by Winfrey. Motion carried.

Hollingsworth referred the Board to the letter from Elwood regarding the amendments to the INK/KIC contract proposed by Smith during the last meeting.

Elwood noted three issues were addressed within the letter, recommending that all issues presented would not require amending the original contract, rather a Board directive or resolution to address each issue.

Smith provided a brief background in regards to the proposed amendments, noting they were intended to more accurately reflect the current INK/KIC relationship.

From the letter, Elwood recommended the following steps be taken:

1. Advise KIC that it can recommend a storage facility, which, as an agent of INK, is to receive and store the weekly delivery of the encrypted tape. If the Board is satisfied with the qualifications of that facility, the Board will take action through a resolution to confirm that delivery to that facility will be deemed compliance with Section 1.3 of the Agreement.
2. Advise KIC that conforming its computer maintenance schedule to that utilized by the State of Kansas will be considered compliance with the current Contract.
3. The INK Board can either advise KIC that it is currently willing to authorize an extension of the Contract term for two years or the INK Board will take up that question before June 30, 2007.

Elwood noted the Board could adopt a resolution regarding the proposed steps and have Hollingsworth carry out their recommendations.

Discussion ensued regarding the letter and Board resolution.

A motion was made by Wagon to adopt the resolution previously outlined by Elwood. Seconded by Ahlerich. Discussion ensued.

Smith noted concern with the wording regarding the maintenance window and portal downtime. Discussion ensued.

Nelson noted that this should be a function of the system.

Hollingsworth noted concerns with the maintenance window and portal downtime issues. Moore noted that system upgrades and maintenance were required for effective portal operation, and were separate from portal downtime issues. Discussion ensued.

Elwood recommended omitting the third paragraph from the resolution to accurately reflect the Board's standpoint.

A motion was made by Wagon to approve the Elwood amendment to the resolution. Seconded by Ahlerich. Motion carried.

Regarding the previous motion by Wagon to adopt the amended resolution outlined by Elwood. Seconded by Ahlerich. Motion carried.

Ahlerich suggested before a contract extension was completed, a compliance audit of the contract between INK and KIC could provide insights in regards to whether all expectations were being met within the agreement.

Elwood noted this would not be a difficult task to complete, and INK General Council would be the logical choice to complete this task.

Nelson and Wagon agreed with this assessment, noting that a compliance audit should be done before a contract extension was completed. Discussion ensued.

A motion was made by Ahlerich to instruct INK General Council to perform a contractual compliance audit of the INK/KIC agreement to provide insights to whether all expectations were being met. Seconded by Wagon. Motion carried.

Hollingsworth noted that there would be a presentation by Cathelia Robinette at the November INK Board meeting. And that following the INK Board meeting, a public meeting would be held at the Secretary of State's Auditorium where state IT organizations would be invited to attend. INK will be paying for the cost of the Robinette visit.

Chairman's Report

Yunk referred the Board to the 2007 meeting schedule, and questioned if 12 meetings per year was excessive. Yunk suggested looking at other similar groups, to provide further insight on the meeting schedule.

At 11:30 a.m., Yunk requested the Board take a five-minute break and return for Executive Session at 11:35 a.m.

Executive Session

I move that the open meeting of the Information Network of Kansas be recessed for a closed, executive meeting pursuant to Joint Rule 5 of the Joint Rules of the Senate and House of Representatives and subsection (b) (13) of KSA 2000 Supp. 75-4319, as amended by Section 2 of Chapter 190 of the 2001 Session Laws of Kansas, for the purpose of personnel matters of non-elected personnel. No binding action shall be taken during closed or executive recesses and that the Information Network of Kansas resume the open meeting in this room, 2nd Floor of the KDOT offices at 12:05pm., and that this motion, if adopted, be recorded in the minutes of the Information Network of Kansas and be maintained as a part of the permanent records of the Board;

The motion was made by Wagnon to move into executive session and it was seconded by Winfrey. Motion carried.

At 12:05 pm the INK Board meeting was called back to order. Yunk reported that no binding action was taken during the Executive Session.

I move that the open meeting of the Information Network of Kansas be recessed for a closed, executive meeting pursuant to Joint Rule 5 of the Joint Rules of the Senate and House of Representatives and subsection (b) (13) of KSA 2000 Supp. 75-4319, as amended by Section 2 of Chapter 190 of the 2001 Session Laws of Kansas, for the purpose of personnel matters of non-elected personnel. No binding action shall be taken during closed or executive recesses and that the Information Network of Kansas resume the open meeting in this room, 2nd Floor of the KDOT offices at 12:20pm., and that this motion, if adopted, be recorded in the minutes of the Information Network of Kansas and be maintained as a part of the permanent records of the Board;

The motion was made by Wagnon to move into executive session and it was seconded by Ahlerich. Motion carried.

At 12:18 pm the INK Board meeting was called back to order. Yunk reported that no binding action was taken during the Executive Session.

With no further action, Yunk adjourned the meeting at 12:18 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Joan Wagnon".

Joan Wagnon, Secretary